

Irene Zevallos,

Linguistics, Communications and Management

Profile

Freelance Linguist with wide experience in management positions and as business consultant, as well as on social studies and communications. Postgraduate diploma in Journalism and postgraduate diploma in Advertising.

Wide experience in the design of proposals, project management, general coordination, supervision and general audits, as well as the review of reports and the methodological coordination with partners, clients and subcontractors; auditing of social programs, development of strategies to approach and negotiate with valid interlocutors, determination of expectations and perceptions, development of communication plans and management of the corporate image, assessment of material for disclosure, social impact assessments, audit and execution of social impact and socioeconomic baseline studies, monitoring plans and strategies, identification of stakeholders, etc.

EMPLOYMENT HISTORY

Freelance Linguist
Since June 2016
Berlitz Translation Services
New York – USA

Freelance Linguist
Since April 2016
CQ Fluency
New Jersey – USA

Freelance Linguist
Since October 2006
Lingualinx Language Solutions Inc.
New York – USA

DETAILS

Located in Orange,
California 92867
+1 657 2218657
irene@accuratelinguistics.com

SKILLS

Communication
Detail-oriented
Self-management
Ability to work under
pressure
Decision making
Reliable
Willingness to learn

Freelance Linguist
Since March 2006
Orsetta Spinola
Rome – Italy

Freelance Linguist
Since January 2005
Transperfect Translations Inc.
New York – USA

Freelance Consultant
May 2006 – January 2008
Business Management
Apoyo Cardiovascular S.R.L.
Lima – Peru

Freelance Consultant
October 2004 – December 2009
Social Studies and Communications
Lima – Peru

Administration and Production Manager
June 2003 – April 2006
Montaje de Exhibiciones S.A.C.
Lima – Peru

Team Leader / Management Assistant
August 2001 – April 2003
All Bar One
Pub “The Endeavour”
United Kingdom

Management Assistant
September 1998 – July 2001
Pacífico Peruano Suiza S.A.
Insurance and Reinsurance Company
Lima Peru

Management Assistant – Human Resources
Sheraton Lima Hotel & Casino
Lima – Peru

COMPUTER PROGRAMS

Excel
Word
PowerPoint
MS Publisher

CAT TOOLS

SDL 2003
WordFast
MemoQ

LANGUAGES

Spanish (native)
English (advanced)
Portuguese (advanced
reading)

Management Assistant
May 1994 – March 1997
M & W S.R.L.
Insurance and Reinsurance Company
Lima Peru

EDUCATION

Journalism
September 2002 – April 2003
Post-graduate Diploma in Journalism
London School of Journalism
London – U.K.

Marketing, Advertising and Public Relations
September 2001 – March 2002
Post-graduate diploma in Advertising
The College of Central London
London – U.K.

British Secretarial Academy
1991
Bilingual Executive Assistant
Lima – Peru

Liceo Naval “Almirante Guise” – Lima Peru
1978 – 1989
Primary and Secondary studies

MEMBERSHIPS

American Translators Association - ATA

AREAS OF EXPERTISE (Translations)

Legal
Medical
Education
Finance
Journalism
Mining
Travel
Advertising
Marketing
Communications
Scripts
General

AREAS OF EXPERTISE (Social Studies and Communications)

Baselines
Audits
Social Impact Assessments
Stakeholder Mapping
Initial Diagnoses
Communication Plans
Social Scoping Studies